

# appendix A

## List of Agencies

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The following list of Agencies should be referred to during the Subdivision and Land Development Process. Requirements beyond those listed in this Ordinance may be required by the following agencies. Approval by these agencies may apply to various aspects of a plan. This list indicates when an Agency should be contacted by the applicant/developer and at what stage in the review process contact should be made. Contact is necessary only when the below situations apply to a plan submittal.

Situation	Item	Agency	Plan Stage
Any Subdivision or Land Development	Review applicable zoning requirements	Borough Zoning Officer	Preliminary (major plans)
			Final (minor plans)
Any Subdivision or Land Development	Confirmation of utility lines and rights-of-way locations	Appropriate Utility Company	Preliminary (major plans)
			Final (minor plans)
Any Land Development requiring water service	Confirmation of water availability	Citizen's Home Water Co.	Preliminary
Any Land Development requiring sewer service	Confirmation of sanitary sewer availability	Borough	Preliminary
Any Land Development requiring sewer service	Proposed revisions to Master Sewer Plan (Sewage Facilities Planning Module)	DEP (Commonwealth)	Preliminary
Any Land Development requiring sewer service	Sewer Connection Permits	Borough Code Enforcement	Construction
Any Land Development performing earth moving activities in excess of 5 acres or at the discretion of the Borough Engineer or Planning Commission	Erosion and Sedimentation Controls	Chester County Conservation District	Preliminary
Any land disturbance or construction activity within the ROW of a Commonwealth road	Highway Occupancy Permits	PennDOT (Commonwealth)	Preliminary (major plans) Final (minor plans)
Any Land Development proposing new streets	Street Name Approval	Postmaster	Preliminary
Any Land Development	Building Permit	Borough Code Enforcement	Construction

# *appendix B*

## *Application Forms*

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**SUBDIVISION AND LAND DEVELOPMENT APPLICATION FORM  
BOROUGH OF SPRING CITY, PENNSYLVANIA**

**PLAN DESCRIPTION**

Plan Title \_\_\_\_\_  
Plan Dated \_\_\_\_\_  
File Number \_\_\_\_\_

Plan Status  
☐ Preliminary    ☐ Subdivision  
☐ Final            ☐ Land Development

**OWNER INFORMATION**

Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # [    ] \_\_\_\_\_  
  
Plan Prepared By \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # [    ] \_\_\_\_\_

Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # [    ] \_\_\_\_\_  
Applicant's Interest \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRACT DESCRIPTION**

Street Address \_\_\_\_\_  
Tax Assessment Parcel No. \_\_\_\_\_  
County Deed Book No. \_\_\_\_\_ Page No. \_\_\_\_\_  
Total Tract Area \_\_\_\_\_ Area in this Proposal \_\_\_\_\_

**PROPOSAL DESCRIPTION**

Proposed Number of Lots \_\_\_\_\_  
Proposed Number of Units \_\_\_\_\_  
Proposed Land Use  
☐ Single Family  
☐ Two Family  
☐ Multiple Family \_\_\_\_\_

Number of Stages \_\_\_\_\_  
  
☐ Commercial  
☐ Industrial  
☐ Other \_\_\_\_\_

## IMPROVEMENTS DESCRIPTION

Length of New Roads [L.F.] \_\_\_\_\_  
Public \_\_\_\_\_ Private \_\_\_\_\_  
Type of Sewage Treatment \_\_\_\_\_  
Number of Connections \_\_\_\_\_  
Type of Water Supply \_\_\_\_\_  
Number of Connections \_\_\_\_\_  
Type and Amount of Stormwater Facilities  
Stormwater Inlets \_\_\_\_\_  
Stormdrains \_\_\_\_\_  
Retention Facilities \_\_\_\_\_  
Temporary Facilities \_\_\_\_\_

## ATTACHMENTS

- |   |  |
|---|--|
| <input type="checkbox"/> Road Profiles                              | <input type="checkbox"/> Performance Guarantee |
| <input type="checkbox"/> Conservation Plan                          | <input type="checkbox"/> As-Built Plan         |
| <input type="checkbox"/> Copies of Relevant Permits                 | <input type="checkbox"/> Review Fee \$ _____   |
| <input type="checkbox"/> Subdivision and Land Development Agreement | <input type="checkbox"/> Other _____           |
| <input type="checkbox"/> Improvement Agreement Schedule             | <input type="checkbox"/> Other _____           |

All of the above statements are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Landowner

FOR OFFICIAL USE ONLY	
Date Received:	_____
Received By:	_____
Decision Date:	_____
Decision:	_____

\_\_\_\_\_  
Signature of Applicant  
[If other than owner]



Return to: Chester County Planning Commission  
601 Westtown Road--Suite 270  
P.O. Box 2747  
West Chester, PA 19380-0990

# Act 247 County Referral

<b>To:</b> Chester County Planning Commission	<b>TO BE COMPLETED BY THE MUNICIPALITY</b>
<b>Subject:</b> Request for review of a subdivision, land development proposal, or ordinance amendment pursuant to the Pennsylvania Municipalities Planning Code, Act 247. This application must be completed by the applicant, and submitted by the municipality to the above address, along with one (1) complete set of plans and accompanying documents and the required fee for review (see reverse side)	
<b>From:</b> (Municipality) _____	
<b>Date:</b> _____	
<b>Official's Name:</b> _____	
<b>Position:</b> _____	
<b>Official's signature:</b> _____	
<b>Applications with ORIGINAL signatures must be submitted to CCPC.</b>	

## TO BE COMPLETED BY THE APPLICANT

Development name (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_

Owner's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's address: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Architect/Engineer/Surveyor name: \_\_\_\_\_ Phone #: \_\_\_\_\_

<b>TYPE OF REVIEW REQUESTED</b> (Check all appropriate boxes)	<b>REVIEW FEE</b> (Fee schedule on other side)	<b>TYPE OF SUBMISSION</b>			
<input type="checkbox"/> Unofficial sketch plan <b>(no fee)</b>	<input type="checkbox"/> Attached \$ _____	<input type="checkbox"/> New proposal			
<input type="checkbox"/> Subdivision plan	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Revision to a prior proposal			
<input type="checkbox"/> Land development plan	<b>TYPE OF PLAN</b>	<input type="checkbox"/> Phase of a prior proposal			
<input type="checkbox"/> Planned residential development		<input type="checkbox"/> Amendment/Revision to recorded plan is a new proposal			
<input type="checkbox"/> Zoning amendment <b>(no fee)</b>		Tax parcel(s): # _____			
<input type="checkbox"/> Curative amendment <b>(no fee)</b>		# _____			
<input type="checkbox"/> Subdivision ordinance amendment <b>(no fee)</b>	<input type="checkbox"/> Unofficial sketch	# _____			
<input type="checkbox"/> Comprehensive plan <b>(no fee)</b>	<input type="checkbox"/> Preliminary	Total area (gross acres): _____			
<input type="checkbox"/> Other	<input type="checkbox"/> Final				
<b>PLAN INFORMATION</b>	<b>LAND USE</b>	Number of lots/units	<b>ZONING DISTRICT OF PROPOSAL</b>	<b>PROPOSED UTILITIES</b> (Check appropriate boxes)	
	Length of new roads: _____	Agriculture			Existing: _____
	Number of new parking spaces: _____	Single family			Proposed: _____
	Ownership of roads:	Townhouses			Variances/
	<input type="checkbox"/> Public <input type="checkbox"/> Private	Twin units			Special exception
	Open space:	Apartments			granted: _____
	<input type="checkbox"/> Public <input type="checkbox"/> Private	Mobile homes			
	Acres: _____ Acres: _____	* Commercial			
	HOA responsible for common facilities/areas:	* Industrial			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	* Institutional			
HOA documents provided:	Other				
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Traffic study included:					
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted					
<b>*Information to be filled in for Commercial, Industrial or Institutional land use ONLY</b>					
<b>*Total square footage of addition to existing building:</b> _____					
<b>*Total structure(s) sq. footage:</b> _____					
<b>ADDITIONAL INFORMATION</b> (This plan has been submitted to):					
<input type="checkbox"/> County Health Department Date _____					
<input type="checkbox"/> PennDOT Date _____					
<input type="checkbox"/> DEP Date _____					
<input type="checkbox"/> Other Date _____					
<b>THE TERM "LOTS"</b>					
The term " <b>Lots</b> " includes conveyance, tracts or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building or development, as well as residue parcels, annexations, or the correction of lot lines.					

## FEE SCHEDULE

The following fees shall apply to each land subdivision or land development submitted to the Chester County Planning Commission for review in accordance with Article V, Section 502, Pennsylvania Municipalities Planning Code, Act 247, as amended.

Fees shall be levied depending on whether the proposal is for a subdivision or a land development and whether it is for residential or non-residential use.

### **CATEGORY I RESIDENTIAL SUBDIVISION FOR LAND DEVELOPMENT**

These fees apply to residential projects for sale, condominium ownership, or rental; any type of buildings, either as a subdivision or single tract land development; or an agricultural subdivision (except for guidelines in Article I, Section 107, Subdivision, Pennsylvania Municipal Planning Code, Act 247, as amended).

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1 lot land development	\$25.00	None
1-5 lots/units	\$75.00	Plus \$10.00/lot/unit
6-15 lots/units	\$100.00	Plus \$10.00/lot/unit
Over 15 lots/units	\$100.00	Plus \$10.00/lot/unit

### **CATEGORY II NON-RESIDENTIAL SUBDIVISIONS**

These fees apply to applications for subdivision and conveyance of land for non-residential uses, not proposed for land development as defined in Section 107 of the Planning Code.

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1-5 lots/units	\$150.00	Plus \$30.00/lot/unit
Over 5 lots	\$200.00	Plus \$25.00/lot/unit
Financial subdivisions	\$75.00	Plus \$25.00/lot/unit

### **CATEGORY III NON-RESIDENTIAL LAND DEVELOPMENT**

These fees apply to all projects or sections of mixed projects which are for non-residential use for sale, condominium, lease or rent in any type of building on a single tract of land.

Number of developed acres	Base fees	Fees for gross floor area
1 building under 250 sq. ft.	\$25.00	None
Under 5 acres	\$250.00	Plus \$30.00/1,000 sq. ft. of gross floor area
5-49.99 acres	\$300.00	Plus \$30.00/1,000 sq. ft. of gross floor area
50-99.99 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area
Over 100 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area

### **CATEGORY IV SECOND REVIEWS**

These fees apply to each review conducted after the first review (within a three (3) year period of the initial review) and only if requested by the municipality.

- Flat fee of \$100.00 for residential subdivisions/land developments
- Flat fee of \$150.00 for non-residential subdivisions/land developments

### **CHECKS OR MONEY ORDERS SHOULD BE PAYABLE TO: County of Chester** (cash will not be accepted)

All fees are to be submitted to the Chester County Planning Commission (CCPC) through the appropriate township or borough at the time of application; and in accordance with the administrative guidelines established by the CCPC.

**INFORMAL REVIEWS AND ADDITIONAL WORK:** An informal review request to the CCPC (such as meetings and discussions prior to the formal development application) shall be free of charge if said written request is from the municipality, or from an applicant with the knowledge and written consent of the municipality. In no case will informal review by the CCPC replace the need for a formal review which would include the submission of the required fee listed above pursuant to the Municipalities Planning Code.

**TIME LIMITATIONS:** The review time period will begin from the date of receipt by CCPC of the application requesting a review by the CCPC. The CCPC has thirty (30) days within which to review subdivision and land development applications and submit review comments. The review period may be extended if requested by the applicant or a time extension has been granted by the municipality with the concurrence of the applicant. When the time period has been stopped due to an incomplete application package, incorrect fee or other reasons, the time period will continue from the day in which the application package is complete.



# appendix C

## Plan Submittal Check List

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*Refer to the applicable ordinance section for a detailed description of the required information.*

### SKETCH PLAN SUBMISSION PROCEDURE

Item	Applicable Ordinance Section
<input type="checkbox"/> Submission	304.C
<input type="checkbox"/> Two (2) copies of the Plan	
<input type="checkbox"/> Two (2) copies of the Application Form	
<input type="checkbox"/> Review by Borough Planning Commission	305.A
<input type="checkbox"/> Review by Appropriate Agencies	
<input type="checkbox"/> County Planning Commission	303.A
<input type="checkbox"/> Review by Borough Council (optional)	305.B

### SKETCH PLAN INFORMATION REQUIREMENTS

Item	Applicable Ordinance Section
<input type="checkbox"/> Scale	
<input type="checkbox"/> An approximate written and graphic scale not smaller than one-hundred (100) feet to the inch	400.A.1/ 400.A.2
<input type="checkbox"/> Data	
<input type="checkbox"/> Statement of intent	400.B.1
<input type="checkbox"/> Name and address of current owner of record	400.B.2
<input type="checkbox"/> Name of applicant (if different than owner)	400.B.3
<input type="checkbox"/> Name of subdivision or land development	400.B.4
<input type="checkbox"/> Name of the individual and/or consultant that prepared the plan	400.B.5
<input type="checkbox"/> North arrow	400.B.6
<input type="checkbox"/> Date of drawing	400.B.6
<input type="checkbox"/> Approximate tract boundaries	400.B.7
<input type="checkbox"/> Total acreage of the tract	400.B.7
<input type="checkbox"/> Appropriate zoning district(s)	400.B.8
<input type="checkbox"/> All existing land uses	400.B.9
<input type="checkbox"/> All proposed land uses	400.B.9

*Plan Submittal Check List*

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Item	Applicable Ordinance Section
<input type="checkbox"/> Existing Site Features (and any proposed changes)	
<input type="checkbox"/> Structures	400.B.10
<input type="checkbox"/> Tree masses	400.B.10
<input type="checkbox"/> Utility easements	400.B.10
<input type="checkbox"/> Soil types	400.B.10
<input type="checkbox"/> Hydric soils	400.B.10
<input type="checkbox"/> Floodplains	400.B.10
<input type="checkbox"/> Wetlands	400.B.10
<input type="checkbox"/> Streams	400.B.10
<input type="checkbox"/> Geologic features	400.B.10
<input type="checkbox"/> Other _____	400.B.10
<input type="checkbox"/> Streets	
<input type="checkbox"/> Location of existing streets	400.B.11
<input type="checkbox"/> Location of existing rights-of-way	400.B.11
<input type="checkbox"/> Location of proposed streets	400.B.11
<input type="checkbox"/> Location of proposed rights-of-way	400.B.11
<input type="checkbox"/> Site improvements	
<input type="checkbox"/> Proposed open space and/or recreational areas	400.B.12
<input type="checkbox"/> Buildings	400.B.13
<input type="checkbox"/> Parking Lots (and other impervious surface areas)	400.B.13
<input type="checkbox"/> Proposed phasing, if applicable	400.B.14



## PRELIMINARY PLAN SUBMISSION PROCEDURE

Item	Applicable Ordinance Section
<input type="checkbox"/> Application	
<input type="checkbox"/> Submit application form	302.D.1
<input type="checkbox"/> Calculate the proper number of plans to be submitted	
<input type="checkbox"/> Five (5) copies for the Borough Planning Commission	306.A.1.a
<input type="checkbox"/> One (1) copy for the Borough Engineer	306.A.1.b
<input type="checkbox"/> One (1) copy for the Borough Zoning Officer	306.A.1.c
<input type="checkbox"/> One (1) copy for the Borough Solicitor	306.A.1.d
<input type="checkbox"/> One (1) copy for the Borough Administrator (office copy)	306.A.1.e
<input type="checkbox"/> One (1) copy for the County Planning Commission	303.A
<input type="checkbox"/> Two (2) copies for the County Health Department (for on-site sewage and water systems)	303.B
<input type="checkbox"/> One (1) copy for the Chester County Conservation District	303.C
<input type="checkbox"/> __ Additional copies for PennDOT (for any land disturbance or construction activity within the ROW of a state road)	303.D
<input type="checkbox"/> __ Additional copies for DEP, as required by either the Planning Commission or Borough Council	303.D
<input type="checkbox"/> __ Any additional copies for other reviewing agencies, as may be required by the Planning Commission or Borough Council	303.D
<input type="checkbox"/> Total number of plans for submission ____	
<input type="checkbox"/> Submit appropriate fees \$____	302.D.3
<input type="checkbox"/> Submit appropriate escrow deposits \$____	302.D.3
<input type="checkbox"/> Official Submission Date	302.C
<input type="checkbox"/> Date ____/____/____	
<input type="checkbox"/> Review by Borough Engineer	307.A.1
<input type="checkbox"/> Review by Borough Planning Commission	307.A.3

Plan Submittal Check List

Item	Applicable Ordinance Section
<input type="checkbox"/> Review by Appropriate Agencies	
<input type="checkbox"/> County Planning Commission	303.A
<input type="checkbox"/> County Health Department	303.B
(for land developments with on-site sewer or water)	
<input type="checkbox"/> County Conservation District	303.C
<input type="checkbox"/> PennDOT	303.D
(for any land disturbance or construction activity within the ROW of a state road)	
<input type="checkbox"/> DEP	303.D
(for Sewage Facilities Planning Modules)	
<input type="checkbox"/> Postmaster	303.D
(for any land development proposing new streets)	
<input type="checkbox"/> Other _____	303.D
<input type="checkbox"/> Review by Borough Council	307.A.4
<input type="checkbox"/> Course of action of Borough Council	307.B
<input type="checkbox"/> Approval <input type="checkbox"/> Rejection	

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## PRELIMINARY PLAN INFORMATION REQUIREMENTS

Item	Applicable Ordinance Section
<input type="checkbox"/> Drafting standards	
<input type="checkbox"/> Scale (no smaller than one-hundred (100) feet to the inch)	401.A.1
<input type="checkbox"/> Sheet size	
<input type="checkbox"/> Between 18" x 22" and 34" x 44"	401.A.2
<input type="checkbox"/> Key map provided for plan if divided in sections	401.A.2
<input type="checkbox"/> Sheets numbered showing relationship to total	401.A.2
<input type="checkbox"/> Dimensions, bearings, and lot line description properly denoted	401.A.3
<input type="checkbox"/> Error of closure--no greater than one (1) foot in ten-thousand (10,000) feet (to be verified by the Borough Engineer)	401.A.4
<input type="checkbox"/> Legend is clearly indicates existing and proposed features	401.A.5
<input type="checkbox"/> Boundary of the subdivision shown as a solid heavy line	401.A.6
<input type="checkbox"/> General information	
<input type="checkbox"/> Proposed project name or title	401.B.1
<input type="checkbox"/> Names and location of municipal boundaries, if applicable	401.B.2
<input type="checkbox"/> Name and address of owner of record	401.B.3/401.B.3.a
<input type="checkbox"/> Name and address of individual or consultant that prepared the plan	401.B.3.b
<input type="checkbox"/> Date of plan and plan identification number	401.B.4
<input type="checkbox"/> Name and address of the land planner, if applicable	401.B.5
<input type="checkbox"/> Stamp and seal of the engineer, planner, or landscape architect completing the plan	401.B.6
<input type="checkbox"/> North arrow	401.B.7
<input type="checkbox"/> Scale, both graphic and written	401.B.7
<input type="checkbox"/> Location map at a scale of not less than 1:800	401.B.8
<input type="checkbox"/> Tract boundaries	401.B.9
<input type="checkbox"/> Total acreage of tract	401.B.10
<input type="checkbox"/> Applicable zoning district, lot area, bulk and density requirements	401.B.11
<input type="checkbox"/> Location of existing lot line markers	401.B.12
<input type="checkbox"/> Names of all property owners abutting the tract	401.B.13
<input type="checkbox"/> Notarized signature of landowner	401.B.14
<input type="checkbox"/> Statement that plan meets accepted engineering/planning practices	401.B.15
<input type="checkbox"/> Sketch plan for remainder of tract, when applicable	401.B.16

*Plan Submittal Check List*

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Item	Applicable Ordinance Section
<input type="checkbox"/> Site Analysis Plan	
<input type="checkbox"/> Contour lines at 2' intervals (5' for areas 8% or greater slope)	401.C.1
<input type="checkbox"/> Complete boundary survey	401.C.2
<input type="checkbox"/> Slope identification (8-15%, 15-25%, >25%)	401.C.3
<input type="checkbox"/> Areas within Flood Hazard District (distinguishing the floodway and the flood fringe)	401.C.4
<input type="checkbox"/> Watercourses (perennial and seasonal)	401.C.5
<input type="checkbox"/> Wetlands	401.C.6
<input type="checkbox"/> Wetland margins	401.C.7
<input type="checkbox"/> Soil types, with hydric and alluvial soils highlighted	401.C.8
<input type="checkbox"/> Lakes, ponds, and their shorelines	401.C.9
<input type="checkbox"/> Location of existing tree masses/vegetative coverage	401.C.10
<input type="checkbox"/> All existing man-made features on tract	401.C.11
<input type="checkbox"/> Existing easements, rights-of-way, public lands, and utility lines	401.C.12
<input type="checkbox"/> Existing streets on or immediately adjacent to tract	401.C.13
<input type="checkbox"/> Hazardous sites, dumps, underground tanks, etc.	401.C.14
<input type="checkbox"/> Site Design and Layout Plan	
<input type="checkbox"/> Streets and alleys (including ROW and cartway widths)	401.D.1
<input type="checkbox"/> Sidewalks	401.D.1
<input type="checkbox"/> Lots (including lot dimensions and building envelopes)	401.D.2
<input type="checkbox"/> Block and lot numbers	401.D.3
<input type="checkbox"/> Proposed buildings, parking lots, access drives, driveways, etc.	401.D.4
<input type="checkbox"/> Total number of lots, units, density, and type of land use(s)	401.D.5
<input type="checkbox"/> Location and owner of all easements	401.D.6
<input type="checkbox"/> Parks or other areas dedicated for public use	401.D.7
<input type="checkbox"/> If partially located in adjacent municipality, proposed layouts of streets, lots, etc. in that municipality	401.D.8
<input type="checkbox"/> Improvements Construction Plan	
<input type="checkbox"/> Plan view showing horizontal layout of streets	401.E.1
<input type="checkbox"/> Plan view of storm drainage facilities	401.E.2
<input type="checkbox"/> Profile view of streets, sewers, cuts, and fills	401.E.3



Item	Applicable Ordinance Section
<input type="checkbox"/> Conservation Plan	
<input type="checkbox"/> Site features required in Site Analysis Plan (401.C)	401.F.1
<input type="checkbox"/> Benchmark elevations	401.F.2
<input type="checkbox"/> Tree masses to be cleared and reasons for clearing	401.F.3.a
<input type="checkbox"/> Alterations to natural grade and reasons for alterations	401.F.3.b
<input type="checkbox"/> Compliance with Erosion and Sedimentation Controls	401.F.3.c
<input type="checkbox"/> Stormwater management and erosion control measures	401.F.4
(to be checked by Borough Engineer for completeness)	
<input type="checkbox"/> Narrative description of stormwater management systems	401.F.4.b(1)
<input type="checkbox"/> Complete design calculations and conservation specifications	401.F.4.b(2)
<input type="checkbox"/> Existing stormwater facilities and natural systems	401.F.4.c
<input type="checkbox"/> Earthmoving and grading activities, including erosion control measures	401.F.4.d
<input type="checkbox"/> Proposed stormwater facilities and natural systems	401.F.3.e
<input type="checkbox"/> Landscaping Plan	401.G/ 1304.(zoning)
<input type="checkbox"/> Lighting Plan	401.H/514
<input type="checkbox"/> Traffic Impact Study	401.I
(Required only when either 50 peak hour trips or 500 average daily trips are generated from land development)	

FINAL PLAN SUBMISSION PROCEDURE

Item	Applicable Ordinance Section
<input type="checkbox"/> Application <sup>1</sup>	
<input type="checkbox"/> Application is within one (1) year of preliminary plan approval	308.A
<input type="checkbox"/> Submit application form	308.D
<input type="checkbox"/> Calculate the number of plans to be submitted	
<input type="checkbox"/> Five (5) copies for the Borough Planning Commission	308.C.1.a
<input type="checkbox"/> One (1) copy for the Borough Engineer	308.C.1.b
<input type="checkbox"/> One (1) copy for the Borough Zoning Officer	308.C.1.c
<input type="checkbox"/> One (1) copy for the Borough Administrator	308.C.1.d
<input type="checkbox"/> One (1) copy for the Borough Solicitor	308.C.1.e
<input type="checkbox"/> Five (5) copies for the applicant (three (3) to be recorded)	308.C.1.f
<input type="checkbox"/> One (1) copy for the County Planning Commission (if final plan varies substantially from preliminary plan)	303.A
<input type="checkbox"/> One (1) copy for the County Health Department (for on-site sewage systems)	303.B
<input type="checkbox"/> One (1) copy for the Chester County Conservation District (if final plan varies substantially from preliminary plan)	303.C
<input type="checkbox"/> ___ Additional copies for PennDOT, as required by either the Planning Commission or Borough Council	303.D
<input type="checkbox"/> ___ Additional copies for DEP, as required by either the Planning Commission or Borough Council	303.D
<input type="checkbox"/> ___ Any additional copies for other reviewing agencies, as required either by the Planning Commission or Borough Council	303.D
<input type="checkbox"/> Total number of plans for submission _____	
<input type="checkbox"/> Appropriate fees \$ _____	308.C.2.b
<input type="checkbox"/> Appropriate escrow deposits \$ _____	308.C.2.b
<input type="checkbox"/> Official Submission Date	302.C
<input type="checkbox"/> Date ____/____/____	
<input type="checkbox"/> Review by Borough Engineer	309.A.1
<input type="checkbox"/> Review by Borough Planning Commission	309.A.3

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<sup>1</sup>See Section 310 for Phased Development Submittals

Item	Applicable Ordinance Section
<input type="checkbox"/> Review by Appropriate Agencies	
<input type="checkbox"/> County Planning Commission	303.A
<input type="checkbox"/> County Health Department (for land developments with on-site sewer or water)	303.B
<input type="checkbox"/> County Conservation District	303.C
<input type="checkbox"/> PennDOT (for any land disturbance or construction activity within the ROW of a state road)	303.D
<input type="checkbox"/> DEP (for Sewage Facilities Planning Modules)	303.D
<input type="checkbox"/> Postmaster (for any land development proposing new streets)	303.D
<input type="checkbox"/> Other _____	303.D
<input type="checkbox"/> Review by Borough Council	309.A.4
<input type="checkbox"/> Course of action of Borough Council	309.B
<input type="checkbox"/> Approval <input type="checkbox"/> Rejection	
Date ____/____/____	
<input type="checkbox"/> After approval of final plan	309.B.2
<input type="checkbox"/> Record the plan (with Borough endorsements)	309.B.2.a/311
<input type="checkbox"/> Execution of a Subdivision and Land Development Agreement	309.B.2.b/312
<input type="checkbox"/> Performance guarantee provided	309.B.2.c/313
<input type="checkbox"/> All permits from other agencies have been received	309.B.2.c
<input type="checkbox"/> PennDot	
<input type="checkbox"/> DEP	
<input type="checkbox"/> Public Utilities Commission	
<input type="checkbox"/> County Health Department	
<input type="checkbox"/> County Conservation District	
<input type="checkbox"/> Sewer Connection Permit	
<input type="checkbox"/> Other _____	
<input type="checkbox"/> Issuance of Building Permit	314.B/ 1908.(zoning)

## FINAL PLAN INFORMATION REQUIREMENTS

*Unless otherwise indicated, the following requirements apply to both major and minor final plans*

Item	Applicable Ordinance Section
<input type="checkbox"/> Drafting standards	
<input type="checkbox"/> Consistent with the requirements of Section 401.A (see preliminary plan check list)	401.A
<input type="checkbox"/> Blue or black ink on white paper	402.A.1.b
<input type="checkbox"/> Signatures block	402.A.1.b
<input type="checkbox"/> General information (consistent with the requirements of Section 401.B)	401.B
<input type="checkbox"/> Approvals, Certificates, and Documents	402.A.3
<input type="checkbox"/> A deed/agreement showing ownership of land	402.A.3.a
<input type="checkbox"/> Owner's acknowledgement of subdivision and land development	402.A.3.b
<input type="checkbox"/> Offers of dedication and maintenance of undedicated areas with the Borough Solicitor's approval	402.A.3.c
<input type="checkbox"/> Copy of private deed restrictions on site	402.A.3.d
<input type="checkbox"/> Certification by consultant who prepared the plan that it conforms with all Borough Ordinances	402.A.3.e
<input type="checkbox"/> Site Analysis Plan (consistent with the requirements of Section 401.C and the terms of preliminary plan approval, when applicable)	401.C



Item	Applicable Ordinance Section
<input type="checkbox"/> Site Design and Layout Plan (consistent with the requirements of Section 401.D and the terms of preliminary plan approval, when applicable)	401.D
<input type="checkbox"/> The following requirements apply to major subdivisions and minor subdivisions, where applicable	
<input type="checkbox"/> Proposed house locations	402.C.2.b(2)
<input type="checkbox"/> Proposed driveway locations	402.C.2.b(2)
<input type="checkbox"/> Names of all streets	402.C.2.b(2)
<input type="checkbox"/> Final design of all sewage facilities	402.C.2.b(3)
<input type="checkbox"/> Fire hydrants placement approved by Fire Chief	402.C.2.b(4)
<input type="checkbox"/> Location of monuments	402.C.2.b(5)
<input type="checkbox"/> The following requirements apply to land development plans	
<input type="checkbox"/> Proposed building locations	402.C.2.b(6)(a)
<input type="checkbox"/> Location and size of parking lot	402.C.2.b(6)(b)
<input type="checkbox"/> Provisions for access and traffic control	402.C.2.b(6)(c)
<input type="checkbox"/> Location of loading docks	402.C.2.b(6)(d)
<input type="checkbox"/> Provisions for landscaping	402.C.2.b(6)(e)/
	1304.(zoning)
<input type="checkbox"/> Improvements Construction Plan--major plans (consistent with the requirements of Section 401.E and the terms of preliminary plan approval)	401.E
<input type="checkbox"/> Conservation Plan--major plans <sup>2</sup> (consistent with the requirements of Section 401.F and the terms of preliminary plan approval, when applicable)	401.F
<input type="checkbox"/> Landscaping Plan--major plans <sup>3</sup> (consistent with the requirements of Section 401.G and the terms of preliminary plan approval, when applicable)	401.G/ 1304.(zoning)

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<sup>2</sup>May be required for minor plans at the discretion of the Planning Commission or Borough Engineer (Section 402.B.3)

<sup>3</sup>May be required for minor plans at the discretion of the Planning Commission (Section 402.B.4)

*Plan Submittal Check List*

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- |   |       |
|---|-------|
| <input type="checkbox"/> Lighting Plan--major plans<br>(consistent with the requirements of Section 401.H<br>and the terms of preliminary plan approval)                    | 401.H |
| <input type="checkbox"/> Traffic Impact Study--major plans as required<br>(consistent with the requirements of Section 401.I<br>and the terms of preliminary plan approval) | 401.I |

# appendix D

## Subdivision/Land Development Agreement

Prior to the review of the final plan of any major subdivision or land development, a duplicate original of the Agreement shall be filed with the Borough Planning Commission. A signed copy of this agreement shall be filed with the Borough Council (including a performance guarantee in a form satisfactory to the Borough Solicitor) equal one-hundred-ten (110) percent of the amount of the total estimated improvements prior to the approval of the final plan.

### Subdivision and Land Development Agreement

In Re: \_\_\_\_\_  
Name of subdivision or land development Location

The undersigned applicant hereby agrees to provide throughout his development and as shown on the plan of \_\_\_\_\_ dated \_\_\_\_\_, the following municipal improvements:

Improvements	Unit Cost	(times)	Estimated Number of Units	(equals)	Estimated Cost
Street grading	_____	X	_____	=	_____.____
Street base	_____	X	_____	=	_____.____
Street paving course	_____	X	_____	=	_____.____
Curbs	_____	X	_____	=	_____.____
Sidewalks	_____	X	_____	=	_____.____
Gutters	_____	X	_____	=	_____.____
Storm sewer facilities	_____	X	_____	=	_____.____
Sanitary sewers					
Trunk lines	_____	X	_____	=	_____.____
Mains	_____	X	_____	=	_____.____
Laterals	_____	X	_____	=	_____.____
Force mains	_____	X	_____	=	_____.____
Pump stations	_____	X	_____	=	_____.____
Treatment plants	_____	X	_____	=	_____.____
Water mains	_____	X	_____	=	_____.____
Fire hydrants	_____	X	_____	=	_____.____
Street monuments	_____	X	_____	=	_____.____
Street name signs	_____	X	_____	=	_____.____

Subdivision and Land Development Agreement

Street lights		X		=	
Traffic control devices		X		=	
Shade Trees		X		=	
Landscape treatments		X		=	
Other		X		=	
Other		X		=	
Other		X		=	

Total Estimated Cost

plus Ten Percent of Cost  
(cost x .10)

Total Performance Guarantee



# appendix E

## Plant Materials List

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### Canopy trees

All canopy trees used to meet the required planting requirements shall be of a two (2) inch caliper minimum. Required canopy tree plantings shall be selected from the below list or a species hardy to the area according to Section 1304.D.1. of the Zoning Ordinance. Any canopy tree that is marked with an asterisk (\*) before its botanical name can also be used as a flowering tree.

Botanical Name	Common Name
<i>Acer campestre</i>	Hedge Maple
<i>Acer ginnala</i>	Amur Maple
<i>Acer palmatum</i>	Japanese Maple
<i>Acer platanoides columnare</i>	Columnar Norway Maple
<i>Acer rubrum</i>	Red Maple
<i>Acer saccharum</i>	Sugar Maple
<i>Carpinus betulus</i>	European Hornbeam
<i>Carpinus betulus fastigiata</i>	Pyramidal European Hornbeam
<i>Crataegous phaenopyrum treeform</i>	Washington Hawthorn
<i>Crataegous vividis 'Winter King'</i>	Winter King Hawthorn
<i>Fagus grandifolia</i>	American Beech
<i>Fagus sylvatica</i>	European Beech
<i>Fraxinus americana</i>	White Ash
<i>Fraxinus pennsylvanica lanceolata</i>	Green Ash
<i>Ginkgo biloba</i>	Ginkgo (male only)
<i>Gleditsia triacanthos inermis</i>	Thornless Honey Locust
<i>Larix kaempferi</i>	Japanese Larch
<i>Liquidambar styraciflua</i>	Sweet Gum
<i>Metasequoia glyptostroboides</i>	Dawn Redwood
<i>Ostrya virginiana</i>	American Hophornbeam
<i>Phellodendron amurense</i>	Amur Cork Tree (male only)
<i>Plantanus acerifolia</i>	London Plane Tree
* <i>Pyrus calleyana 'Redspire'</i>	Redspire Pear
* <i>Pyrus calleyana 'Aristocrat'</i>	Aristocrat Pear
* <i>Pyrus calleyana 'Capital'</i>	Capital Pear
* <i>Pyrus calleyana 'Cleveland Select'</i>	Cleveland Pear
* <i>Pyrus calleyana 'Whitehouse'</i>	Whitehouse Pear
<i>Quercus alba</i>	White Oak
<i>Quercus borealis</i>	Red Oak
<i>Quercus coccinea</i>	Scarlet Oak
<i>Quercus palustris</i>	Pin Oak

## Plant Materials List

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<i>Quercus phellos</i>	Willow Oak
<i>Sophora japonica</i>	Japanese Pagodatree
<i>Tilia americana</i> 'Redmond'	Redmond Linden
<i>Tilia cordata</i> 'Chancellor'	Chancellor Linden
<i>Zelkova serrata</i>	Japanese Zelkova

### Flowering trees

All flowering trees used to meet the required planting requirements shall be of two (2) inch caliper minimum. Required flowering tree plantings shall be selected from the below list or a species hardy to the area according to Section 1304.D.1. of the Zoning Ordinance. Any flowering tree that is marked with an asterisk (\*) before its botanical name can also be used as a canopy tree.

Botanical Name	Common Name
<i>Amelanchier canadensis</i>	Shadblow Serviceberry
<i>Cornus florida</i>	Flowering Dogwood
<i>Cornus kousa</i>	Kousa Dogwood
<i>Cornus mas</i>	Cornelian Cherry
<i>Crataegus species</i>	Any Hawthorn species
<i>Halesia carolina</i>	Carolina Silverbell
<i>Koelreuteria paniculata</i>	Golden Rain Tree
<i>Magnolia soulangeana</i>	Saucer Magnolia
<i>Magnolia virginiana</i>	Sweetbay Magnolia
<i>Malus species</i>	Any Crab species
<i>Oxydendrum arboreum</i>	Sourwood
<i>Prunus cerasifera</i>	Purpleleaf Flowering Plum
<i>Prunus kwanzan</i>	Kwanzan Cherry
<i>Prunus sargentii</i>	Sargent Cherry
<i>Prunus serrulata</i>	Japanese Flowering Cherry
<i>Prunus serrulata x subhirtella</i>	Yoshino Cherry
<i>Prunus subhirtella pendula</i>	Weeping Cherry
* <i>Pyrus calleyana</i> 'Redspire'	Redspire Pear
* <i>Pyrus calleyana</i> 'Aristocrat'	Aristocrat Pear
* <i>Pyrus calleyana</i> 'Capital'	Capital Pear
* <i>Pyrus calleyana</i> 'Cleveland Select'	Cleveland Pear
* <i>Pyrus calleyana</i> 'Whitehouse'	Whitehouse Pear
<i>Stewartia koreana</i>	Korean Stewartia

**Evergreen trees**

All evergreen trees used to meet the required planting requirements shall be at least four (4) feet in height. Required evergreen tree plantings shall be selected from the below list or a species hardy to the area according to Section 1304.D.1. of the Zoning Ordinance.

<b>Botanical Name</b>	<b>Common Name</b>
<i>Abies concolor</i>	Concolor Fir
<i>Ilex opaca</i>	American Holly
<i>Picea abies</i>	Norway Spruce
<i>Picea omorika</i>	Serbian Spruce
<i>Picea pungens</i>	Colorado Spruce
<i>Pinus nigra</i>	Australian Pine
<i>Pinus strobus</i>	White Pine
<i>Pseudotsuga menziesii</i>	Douglas Fir
<i>Taxus baccata</i>	English Yew
<i>Taxus cuspidata</i>	Japanese Yew
<i>Tsuga canadensis</i>	Canada Hemlock

# *appendix F*

## *Trip Generation Approximations*

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The below list approximates the size of common land uses that will generate either 50 peak hour one-way trips or 500 average daily trips. Uses generating this number of trips are required, in accordance with Section 401.I of this Ordinance, to complete a traffic impact study. If the use is not listed below, consult ITE's Trip Generation Manual (latest edition) for trip generation rates.

Type of development	Size
• Single-family detached residential	43 dwelling units
• Apartment	77 dwelling units
• Townhouse or condominium	77 dwelling units
• Mobile Home	82 occupied dwelling units
• General office building	17,000 sq. ft. gross floor area
• Research center	30,000 sq. ft. gross floor area
• Convenience market (open 24 hours)	777 sq. ft.
• Service station	3 gasoline pumps
• Fast food without drive-in	1,170 sq. ft.
• Day care center	61 students
• Motel	82 occupied rooms
• General light industry	118,000 sq. ft.

source: ITE's Trip Generation, 5th Edition, 1991



RESOLUTION NO. 9519

We, the undersigned members of the Spring City Borough Council, do hereby resolve to accept the updated Subdivision and Land Development Ordinance as the official Subdivision and Land Development Ordinance of Spring City Borough. We hereby authorize its publication on this date.

Paul Koch  
President, Council

December 4, 1995

William A. Conner  
Member

Stephen P. McCarty  
Member

Ernest A. Shaver  
Member

Henry O. Watts  
Member

David L. Bauman  
Member

Ralph C. Dwyer  
Member

Beard J. Brown  
Member